

CA-PMM**Project Name:** Public Safety Technology Modernization**OCIO Project #:** 3790-54**Department:** Parks & Recreation**Reporting Period:** From: To:**Team Member to Project
Manager****Current Task Summary**

Task or Deliverable	Scheduled Completion Date	Actual Completion Date	Issues?
Accomplished this week			
Planned/Scheduled Completion in Next Two Weeks			
Status Summary	Yes/No	Explanation	
Will all assigned tasks be accomplished by their due date?			
Are there any planned tasks that won't be completed?			
Are there problems which affect your ability to accomplish assigned tasks?			
Do you plan to take time off that is not currently scheduled?			

Status of Assigned Issues

Issue Number	Description	Due Date	Status
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CA-PMM

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Reporting Period: From: To:

Team Member to Project Manager

CA-PMM**Project Name:** Public Safety Technology Modernization**OCIO Project #:** 3790-54**Department:** Parks & Recreation**Reporting Period:** From: 4/1/09 To: 6/30/09**Project Manager to Sponsor****Current Status Report**

Questions	Yes/No	Cause	Impact	Action Required
1. Were recent milestones completed on schedule?	No	Project Mgmt Changes, Rewrite of RFP into IFB format	Overall delay in project schedule.	We are in the process of writing an SPR to reset baseline for milestones.
2. Were any key milestones or deliverables rescheduled?	Yes	RFP process resulted in no bids	Delay in securing a vendor for the project.	New IFB schedule has been prepared, working with DGS to release IFB as quickly as possible.
3. Was work done that was not planned?	Yes	Rewriting IFB	Delay in completing the procurement process	Closely monitor DGS progress, respond rapidly to DGS requests for info.
4. Were there any changes to scope?	No			
5. Were tasks added that were not originally estimated?	No			
6. Were any tasks or milestones removed?	No			
7. Were any scheduled tasks not started?	Yes	Have not started deployment	Overall delay in project schedule.	Deployment schedule will be adjusted.
8. Are there any new major issues?	Yes	RFP to IFB conversion	Delay in completing the procurement process	Procurement schedule has been adjusted to accomdate IFB
9. Are there any staffing problems?	Yes	Furough	Less time on a weekly basis to complete tasks	Procurement schedule has been adjusted to accomdate furlough days

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Questions	Yes/No	Impact	Action Required
1. Will upcoming critical path milestones or deliverables be delayed?	Yes	Procurement process extended	Maintain Team focus on RFP to IFB conversion process and monitor DGS progress closely
2. Do any key milestones or deliverables need to be rescheduled?	Yes	Overall project schedule has slipped	We are in the process of writing a SPR to adjust the milestones to accomdate the delays.
3. Is there any unplanned work that needs to be done?	Yes	RFP to IFB conversion needs to be completed	Position the PSTM Team to respond rapidly to DGS requests & questions.
4. Are there any expected or recommended changes to scope?	No		
5. Are there any tasks not originally estimated that will need to be added?	No		
6. Are there any tasks or milestones that should be removed from the plan?	No		
7. Are there any scheduled tasks whose start will likely be delayed?	Yes	(See #1)	
8. Are any major new issues foreseeable?	Yes	Uncertainty of budget and exemption for public safety project	The PSTM Team is prepared to defend the public safety status of the project.
9. Are any staffing problems anticipated?	Yes	None other than furlough	Schedule has been adjusted for furlough days.

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Project Manager to Sponsor

Current Status and Accomplishments:

*Describe deliverables completed and milestones met during **this reporting period**.*

4/20/2009 - Prepared & Released Addendum 7 to the RFP

5/20/2009 - Received no bids on the RFP

5/26/2009 - Agreed w/ new DGS consultants to move from RFP to IFB format

PSTM Team has met with DGS multiple times to review completed IFB documents and respond to information requests. The Team will continue to be poised to respond to DGS requests so as to accelerate the release of the IFB.

Project Milestones:

List key milestones and their dates from the project schedule.

Milestone	Target Date	Forecast Date	Status	Cause & Impact to Implementation Date	Date Completed
OCIO Review/Approve IFB	8/17/09	8/17/09	On Target		
Bidder's Conference @ DPR HQ	8/26/09	8/26/09	On Target		
Confidential Discussions	10/29/09	10/29/09	On Target		
Submission of Final Bid	11/12/09	11/12/09	On Target		
OCIO Review/Approve IFB	12/14/09	12/14/09	On Target		
Agreement Award and Execution	12/16/09	12/16/09	On Target		

Variances

Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance".

	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	The SPR is in draft form.
Milestones			X	The SPR is in draft form.
Deliverables	X			

CA-PMM

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Resources		X		More time will be required by schedule slippage.
OneTime Cost	X			Projections are being reviewed as part of EAW
Continuing Cost	X			Projections are being reviewed as part of EAW

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Sponsor to Executive Committee

Summary Milestones and Highlights

Project Milestones: <i>List key milestones and their dates from the project schedule. Explain in issues section if a milestone's status is behind.</i>					
Milestone	Target Date	Forecast Date	Status	If Delayed, Impact to Implementation Date	Date Completed
OCIO Review/Approve IFB	8/17/09	8/17/09	On Target		
Bidder's Conference @ DPR HQ	8/26/09	8/26/09	On Target		
Confidential Discussions	10/29/09	10/29/09	On Target		
Submission of Final Bid	11/12/09	11/12/09	On Target		
OCIO Review / Approve IFB	12/14/09	12/14/09	On Target		
Agreement Award and Execution	12/16/09	12/16/09	On Target		

Variances Check the appropriate box for each project element listed below. Please describe the actions you plan to take for those items marked "Caution" or "Significant Variance". <i>* Priority of schedule, scope, budget, and quality from Final Ranking established in the Priority Analysis</i>				
	On Plan <5%	Caution 5-10%	Significant Variance >10%	Action Required
Schedule			X	The SPR is in draft form.
Milestones			X	The SPR is in draft form.
Deliverables	X			
Resources		X		More time will be required by schedule slippage.

CA-PMM

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One Time Cost	X			Projections are being reviewed as part of EAW
Continuing Cost	X			Projections are being reviewed as part of EAW

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Committee****Monitoring Vital Signs Scorecard**

Vital Sign	Variance	Value	Your Score	Score Justification
1. Customer Buy-In	High Degree of Buy-In	0	0 Green	The Fit/Gap analysis has exposed no user push back.
	Medium Degree of Buy-In	1		
	Low Degree of Buy-In	2		
2. Technology Viability	Strong Viability	0	0 Green	Site Survey has been completed & corrective action has been taken.
	Medium Viability	1		
	Weak Viability	2		
3. Status of the Critical Path (delay)	<5%	0	2 Red	We are writing an SPR to reset the milestones
	5% to 10%	1		
	>10%	2		
4. Cost-to-Date vs. Estimated Cost-to-Date (higher)	<5%	0	0 Green	We continue to manage the closely
	5% to 10%	1		
	>10%	2		
5. High-Probability, High-Impact Risks	0 to 3	0	0 Green	There are only three high impact risks to the project.
	4 to 6	1		
	>6	2		
6. Unresolved Issues (on time resolution)	On time	0	2 Red	We are converting RFP to IFB.
	Late with no impact	1		
	Late impacting the critical path	2		
7. Sponsorship Commitment	Fully engaged	0	0 Green	Tony Perez is our new sponsor
	Partially engaged	1		
	Inadequate engagement	2		
8. Strategy Alignment	Strong alignment	0	0 Green	Strategy is closely aligned with Departmental Goals & Objectives as defined in FSR
	Partial alignment	1		
	Weak or no alignment	2		
9. Value-to-Business	Strong	0	0 Green	DPR has no CAD/RMS/Mobile solution. Value to business
	Medium	1		

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	Weak	2	5 remains very high.
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10. Vendor Viability (provide rationale for the rating in the field following the scorecard)	Strong	0	0	Green	Have not selected vendor
	Medium	1			
	Weak	2			
11. Milestone Hit Rate (rate of achievement as planned)	>90% on time	0	2	Red	The lack of response to the RFP has caused significant delays
	80-90% on time	1			
	<80% on time	2			
12. Deliverable Hit Rate (rate of production as planned)	>90% on time	0	2	Red	The lack of response to the RFP has caused significant delays
	80-90% on time	1			
	<80% on time	2			
13. Actual vs. Planned Resources	>90% assigned and available	0	0	Green	Resource allocation remains accurate and unchanged.
	80-90% assigned and available	1			
	<80% assigned and available	2			
14. Overtime Utilization (% of effort that is overtime)	<15%	0	0	Green	We have experienced little or no overtime.
	15-25%	1			
	>25%	2			
15. Team Effectiveness	Highly Effective	0	0	Green	Team is highly experienced and motivated for project completion.
	Moderately Effective	1			
	Ineffective	2			
Total			8	G	

Green = 0 - 8

Yellow = 9 - 19

Red = 20+

Vendor Viability Rating Rationale

The PSTM Team is familiar with the vendor community that will be bidding on this procurement and the majority are more than capable of meeting the requirements of the IFB.